



National Aeronautics and Space
Administration
Goddard Space Flight Center

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DISTRIBUTION G1

ANNOUNCEMENT

SUBJECT: Applications Being Accepted for Goddard's Leadership Development and Excellence in Management (LDEM) Program

APPLICATIONS DUE ON FRIDAY, NOVEMBER 6th, BY 5:00 P.M. – SEE BELOW FOR DETAILS

Goddard is committed to developing leaders throughout the organization to enable successful accomplishment of our challenging mission. One approach to developing leaders is our new LDEM Program. LDEM is an integrated set of leadership development programs for all skill groups and grade levels. LDEM participants will be supported and challenged in their leadership development at all career levels.

The purpose of this announcement is to solicit applications. At this time, applications are sought for:

- Program A: Leading Self – Influencing When You are Not in Charge
- Program B: Leading Groups and Teams – Expanding Your Sphere of Influence
- Program C: Leading Organizations – Creating and Leading Adaptive Organizations

The goal is to select up to 24 participants for each program who are committed to developing the competencies and skills to become more effective leaders. Program participants will learn, as part of a cohort group, by practicing leadership in a safe learning laboratory environment where they will focus on real workplace issues and concerns. What is learned is immediately transferable to each participant's work environment.

More details about the program, including eligibility, the selection process, program components, and the requirements for successful program completion are outlined in Enclosure 1.

If you wish to be considered for participation, you must submit a signed, hard copy application, using the enclosed form (Enclosure 2), to Gail Williams, LDEM Program Manager, by 5:00 p.m. on November 6, 2009, in Building 8, Room 436. An electronic copy of this announcement, application form, and additional program details are also available in the Hot Topics section of the Office of Human Capital Management (OHCM) web page at <http://ohcm.gsfc.nasa.gov/Hot/home.htm>.

Several Open House briefings are scheduled to provide you the opportunity to talk with the program designers, as well as graduates of previous LDEM and other Goddard leadership programs. You are encouraged to attend one of the Open Houses – no RSVP is required. They are scheduled for

PLEASE POST AND CIRCULATE THIS ANNOUNCEMENT

DISTRIBUTION CODES:

*G1 (All GSFC Civil Service Only)

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*G3 (All Civil Service plus Onsite Contractors at Greenbelt and WFF)

*S1 (All GSFC Civil Service Supervisors)

*G4 (All Civil Service excluding WFF, plus Greenbelt Onsite Contractors)

*S2 (Civil Service Supervisors at Greenbelt, GISS, and IV&V)

Wednesday, October 21st and Monday, October 26th from 9-11:30 a.m. in Building 1, Room E100B and E, respectively. Conversations are ongoing about the level of interest in holding an Open House at Wallops and IV&V.

If you have any questions, please contact me at (301) 286-0159, or by e-mail at Gail.S.Williams@nasa.gov.

A handwritten signature in black ink that reads "Gail S. Williams". The signature is written in a cursive, flowing style.

Gail S. Williams
LDEM Program Manager

Program Details

Application Due Date: A complete, signed application package must be received by **5:00 p.m. on November 6, 2009**, by Gail Williams, Code 110.2, Building 8, Room 436 to be considered.

Eligibility and Program Focus: All civil servants are eligible to participate in the LDEM Program. The following descriptions are offered to help you determine which level best meets your needs. The determining factor should be the scope and level of your leadership contribution. **THE GRADE LEVELS ARE LISTED FOR GUIDANCE ONLY.**

Program A: Leading Self – Influencing When You are Not in Charge is for individual contributors from all skill groups whose main focus is on self-leadership in whatever context they work. With the understanding that emotional intelligence (EQ) is the foundation to effective performance in the workplace, participants will learn new distinctions and build skills at the self and interpersonal levels. This program will help people clarify their career goals and cultivate the self-awareness and self-management skills to effectively pursue these goals. Employees from all grade levels up to GS 11 are encouraged to apply. In addition, GS 12 employees who are individual contributors seeking enhancements in their self and interpersonal leadership skills, will also benefit and are encouraged to apply.

Program B: Leading Groups and Teams – Expanding Your Sphere of Influence is for individuals at the journey-level of their career whose job requires that they chair and/or participate on teams. Participants will continue building their skills at the self and interpersonal levels, while learning and practicing new skills that focus on the group/team and higher organizational levels. In particular, Program B participants will learn and practice key skills involved in leading people and managing work within an organizational context. Most participants will be at the GS 11 and 12 levels. GS 13 level employees who are not supervisors and whose job involves working on teams will also benefit from this level program and are encouraged to apply.

Program C: Leading Organizations: Creating and Leading Adaptive Organizations focuses principally on mid-level managers at the Branch, Office, and Division levels who enable others to do the organization's work. Non-managers who work at the Branch, Office, and Division levels who routinely chair task teams will benefit from this program and are encouraged to apply. Program C participants will continue to build their leadership skills at the self, interpersonal, and group levels. However, participants will focus especially on becoming effective leaders at the organization level, i.e., enhancing their ability to work within and across functions to lead people, manage work, and lead and manage change and transition. Most participants will be at the GS 13-15 levels.

Program Components:

All programs include an array of integrated learning experiences consisting of:

- Workshops with their Cohort Group
- Coaching (Individual and Group)

- Individual Learning and Reflection
- Team Projects, Learning, Reflection and Support
- Application of Learning in a Real Work Setting
- Assessment Feedback
- Mentoring
- Shadowing (Programs B and C only)
- Exploring Leadership Colloquia
- Continuous Learning through optional Creative Learning Group mini-workshops

Participation in a LDEM program requires a commitment to learning outside of the scheduled workshops. In addition to attending the required workshops, we estimate that participants will spend approximately 5 to 10 hours per week completing required readings, working on team projects, working with their individual and team coach, meeting with a mentor, shadowing a senior executive, and working on other assignments.

Workshops:

During the workshops, cohort participants will engage in learning, analysis, and discussion of leadership challenges they encounter in the workplace. Workshops range in length from 1 to 3 days, with most being 2 or 3 days in duration. The standard workshop day begins at 8:30 a.m. and ends at 5:00 p.m. All workshops will be on-site at Greenbelt, MD. This training portion of the LDEM Program is **Center-funded**. Travel to Greenbelt from other Goddard locations is **Directorate-funded**.

Applicants are asked to certify their availability to attend all workshops in their entirety. Recognizing the realities of the world, i.e., unexpected illness, certification of successful program completion requires at least **90 percent** attendance at all workshops in their entirety. Before submitting an application, please ensure your availability for the dates listed below, including the Mentor, Supervisor, and Coach Orientation. More details about the focus of each workshop are available on the OHCM web page:

Program A: Leading Self – Influencing When You are Not in Charge workshops are scheduled for:

- January 12-13, 2010
- February 2-3, 2010
- March 2-3, 2010
- April 12-13, 2010

Program B: Leading Groups and Teams – Expanding Your Sphere of Influence workshops are scheduled for:

- February 4-5, 2010
- March 9-10, 2010
- April 12-14, 2010
- May 5-6, 2010
- June 8-10, 2010

Program C: Leading Organizations – Creating and Leading Adaptive Organizations workshops are scheduled for:

- December 7-8, 2009
- January 26, 2010
- February 18-19, 2010
- March 11-12, 2010
- April 15-16, 2010
- May 13-14, 2010
- June 2-3, 2010
- July 8-9, 2010
- August 4-5, 2010
- September 7-8, 2010
- October 6-7, 2010
- October 21, 2010

In addition to the workshops, participants are required to attend a Mentor, Supervisor, and Coach Orientation scheduled for the following dates:

Program A: January 14, 2010

Programs B and C: February 11, 2010

Program Philosophy:

The LDEM program philosophy guiding program design and implementation is:

- Everybody is a leader – leadership is everybody's business
- Our dynamic environment requires people at all levels to step up as leaders
- No matter where you sit, you influence others
- A leader's role is to influence both the context and the mood of the organization
- When you know what to look for, leadership opportunities abound
- Leaders make choices and take responsibility for their own learning and actions
- Leadership can be learned through a developmental, as distinct from training, program
- Adults learn best when they focus on real world issues and concerns, in a safe context, where learning is offered with a serious intent and light touch

Selection Process:

A panel will review the applications and interview applicants. In selecting the program participants, the following factors will be considered:

- The applicant's ability to commit to fulfilling all program responsibilities
- Expected benefits to be derived by the individual and the organization
- How well the interviewee articulates his/her self development goals, leadership aspirations, and career goals
- The applicant's most recent performance rating
- Supervisor's endorsement and input from references

For more information, contact Gail Williams, Gail.S.Williams@nasa.gov, at 301-286-0159.

Application for the 2010 LDEM Programs A, B, and C

Name:

Code:

Phone #:

Job Title and Series:

Grade:

Skill Group: (check one)

- () AST/Engineering () Science () Professional Administrative
() Technician or Wage Grade () Secretarial/Clerical

Program: (check one) () A () B () C

References: List three people who are familiar with your work contributions and/or whom you influence **at work**. Please ensure the people you list are willing to provide a phone reference, when requested, by the selection panel.

	<u>Name</u>	<u>Business Association</u>	<u>Code</u>	<u>Phone No.</u>
1.				
2.				
3.				

Statement: Attached is a statement, **of no more than three typewritten pages**, addressing:

1. Your career and leadership goals – where you want to be in 3-5 years.
2. Your motivation to become a more effective leader.
3. Your greatest leadership accomplishment, in any aspect of your life, i.e., work, community.
4. Goddard's three greatest leadership challenges and why they are challenges. A list of benefits both you AND the organization will derive from your participation in the program.
5. Your commitment to fulfill *all* of the program requirements, including **100% attendance at ALL workshops in their entirety**.

Supervisor's Endorsement: Please insert the requested information below and provide a narrative, contact information, and signature on the next page:

I endorse _____'s participation in the 2010 LDEM Program. I have reviewed the program details in Enclosure 1 of this Announcement, including the program calendar, and I am aware that participation in the program requires attendance at all scheduled workshops and other required program activities. I am also aware that there will be learning activities outside the workshops, i.e., Core Learning Team meetings, mentoring and coaching sessions, estimated at approximately 5-10 hours a month. I will arrange the participant's work, travel, and meeting schedule to permit attendance at **all** workshops, **in their entirety**, and all Core Learning Team meetings. I will also adjust their workload to accommodate all other program requirements. I understand that successful program completion and certification is contingent upon their completing all assignments, including attendance at all workshops in their entirety. I am also aware that participation requires attendance at the Exploring Leadership Colloquia presentations and completing a team project. I commit to actively supporting their fulfillment of these program obligations, while enabling application of their leadership learning on the job.

Supervisor's Narrative

ATTACHED is a narrative identifying why I support my employee's participation in the 2010 LDEM Program, including an identification of the benefits he/she AND the organization will derive.

Supervisor's Printed Name

Supervisor's Signature

Date

Phone #